

CLASS TITLE: SENIOR FRAUD INTERNAL AUDITOR I

Class Code: 02642102

Pay Grade: 31A

EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Office of Internal Audit at the Department of Administration (DOA), to evaluate the circumstances of highly complex cases of suspected fraud and make recommendations about future measures; to collaborate with different institutions including law enforcement agencies, state department and agencies, insurance companies, and others as necessary; to investigate the most highly complex cases of fraud involving state benefit programs or use of state or federal funds; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude for the exercise of independent judgement; work is reviewed periodically in process and upon completion for conformance to rules, regulations, procedures and for the application of best practices.

SUPERVISION EXERCISED: Serves as fraud investigator-in-charge by coordinating and reviewing the work of professional fraud auditors on an assigned project basis as well as for providing technical guidance/direction and assistance on a regular or assigned basis.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Office of Internal Audit at the Department of Administration (DOA), to evaluate the circumstances of the most highly complex cases of suspected fraud and make recommendations about future measures.

To collaborate with different institutions including law enforcement agencies, state department and agencies, insurance companies, and others as necessary.

To investigate the most highly complex cases of fraud involving state benefit programs or use of state or federal funds.

To investigate highly complex cases of suspected fraud events and reduce potential loss exposure by being compliant with applicable policies and procedures.

To conduct complex analyses and research of account activity to assess levels of risk and detect fraudulent activity by using resources, policies and procedures to evaluate leads.

To create and/or review detection reports that monitor suspicious activity.

To provide guidance to business partners or other auditors to ensure appropriate actions are taken to mitigate losses and loss exposure.

To interview victims, witnesses' complainants, suspects and employers in order to obtain case details.

To research transactions and records, present investigation results and testify in court.

To create and submit appropriate internal and external reporting of suspicious/fraudulent activity.

To assist other Fraud Investigators with daily tasks as necessary to keep department responsibilities and deadlines within service level agreements.

To assist with providing feedback to enhance departmental procedures.

To assist with the coordination of internal compliance validation testing for various departmental risk and fraud processes.

To attend, participate in and lead meetings and projects.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of investigative techniques and practices; a thorough knowledge of the principles of corporation and governmental finance; an advanced ability to interpret applicable state and federal laws, rules and regulations; a thorough knowledge of interviewing

techniques and procedures; a thorough knowledge of auditing practices and procedures applicable to computer-assisted auditing techniques; a thorough knowledge of information systems technology, operations and applications as they relate to fraud investigation; the ability to gather, analyze and evaluate technical and financial data; the ability to interpret program laws, rules and regulations; the ability to write clear, concise reports, work papers, analysis summaries, and recommendations; the ability to recognize deficiencies in accounting, compliance and management controls; the ability to communicate effectively both verbally and in writing; the ability to lead, coach and train a staff of fraud auditors; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Possession of a Bachelor's Degree in Accounting or Criminal Justice and must meet the requirements leading to a Certified Internal Auditor (CIA) or Certified Fraud Examiner (CFE); or possession of a Master's Degree in Accounting or Criminal Justice.

Experience: A minimum of at least three (3) years of progressive experience in the field of fraud investigation.

SPECIAL REQUIREMENTS: At the time of appointment, must possess a valid driver's license and must maintain such license as a condition of employment.

Class Created: February 17, 2019